SOP for posting to the 25ID & USAGHI Internet Homepage August 11, 2006

PAO Personnel authorized to receive/review/release information for posting to the Internet Homepage are the following:

1. Ed Aber-Song
2. Troy Griffin
3. Jeremy Buddemeier

Flow of materials within 25ID&USAGHI

1. The consolidated 25th Infantry Division and U.S. Army Garrison, Hawaii Public Affairs Office is the single authority for control and release of official information posted to publicly accessible Internet sites. Official information will only be posted to DoD approved web sites.

2. It is the unit commander's responsibility to designate the appropriate personnel to ensure consolidation of the information for submission to the Public Affairs Office.

3. Information should remain within the mission and scope of the unit, and highlight unit and individual Soldier and Family Member activities showing accomplishments and teamwork.

4. Unit and Family Readiness Newsletters. Division newsletters must be cleared by the Division OPSEC Office prior to sending to PAO for release to the Division Internet Homepage. POCs for this process are:

MAJ Alex Pham, Division OPSEC Officer, 655-4621
Alex.Pham@schofield.army.mil

SFC Ryan Murphy, 655-4776
MurphyR@schofield.army.mil

Emily Harrison, Family Readiness Support Assistant, 655-9297
Emily.Harrison@schofield.army.mil

5. Units are responsible for OPSEC review prior to sending materials intended for public release to the internet to the PAO. After review and any necessary changes, the PAO will forward the information to the webmaster for release to the public domain via the Internet Homepage.

Content and Flow of materials from deployed units

1. Public Affairs Offices are the single source for control and release of official information posted to publicly accessible Internet sites. Official information will only be posted to DoD approved web sites.

2. Information and photos submitted should remain within the mission and scope of the unit, and highlight unit activities showing accomplishments. Units should avoid submitting information about future military operations, potential operations, and be aware that restrictions contained in AR 360-1, 5-33 concerning photographing military installations or equipment, ground or aerial photographs, sketches, or graphic representations of classified military equipment or installations designated as restricted areas is punishable by law (18 USC 795). Reproducing, publishing, or selling this type of

material is also punishable by law unless the photograph, sketch, or graphic representation indicates it has been reviewed and cleared for release by proper authority.

3. Unit and Family Readiness Newsletters from deployed units. Division newsletters must be cleared by the Division OPSEC Office prior to sending to PAO for release to the Division Internet Homepage. POCs for this process are:

MAJ Alex Pham, Division OPSEC Officer, 655-4621
Alex.Pham@schofield.army.mil

SFC Ryan Murphy, 655-4776
MurphyR@schofield.army.mil

Emily Harrison, Family Readiness Support Assistant, 655-9297
Emily.Harrison@schofield.army.mil

Preparation of materials

1. All content will be used by the Webmaster to create Division Standard Unit Pages.

2. Articles must be in text or MS Word.

3. Stand-alone photos must be JPG with quality setting 2, 72 DPI, about 6x8-inches, not embedded into other applications such as MS Word or PowerPoint.

4. Newsletters in Adobe PDF, PowerPoint, or MS Word format may have embedded photos and artwork, and not larger than two (2) megabytes in size. HTML files will not be accepted.

Content of materials

1. PAO determines content to be posted to the Internet Homepage.

2. Do not include home telephone numbers or addresses, social security numbers, names of family members, exact birth date; dates, times, locations of future military exercises, listings of unit personnel, email addresses, biographies, or commander photos.

3. Do include photos articles about unit mission, history, campaign history, newcomer information, and unit mission accomplishments, training and successes.

4. Unit POC rosters must list functional position and telephone number, not names and emails.

Updates of materials

1. Each organization on the Homepage will appoint a POC responsible to ensure accuracy of information and provide at least quarterly updates to maintain online accuracy.

2. Each unit will provide POC telephone number and email address to the PAO and Webmaster.